

CITY OF BURIEN, WASHINGTON

JOB DESCRIPTION

Title: Recreation Leader II

FLSA Status: Temporary, 12 – 40 hours per week

Salary Range: \$11.06 – 13.44 per hour

Dept.: Parks, Recreation, and Cultural Services

Reports to: Rec. Leader III and Rec. Specialist

Position Closes: 4:00 p.m., April 5, 2010

The City of Burien believes that each employee makes a significant contribution to our success. This job description is designed to outline primary duties, qualifications and job scope. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

General Position Summary

Under the direction of the Recreation Leader III and the Recreation Specialist, the Recreation Leader II will assist in the planning and implementation of assigned programs. They will lead daily recreational activities and serve as the on-site lead staff person for assigned programs.

Program Timeline and Site Location

Tentative Required Training Dates: June 14 – 25, 2010, evenings and overnight retreat. Program will operate Monday through Friday, June 28 – September 3, 2010, 6:30 a.m. – 6:00 p.m. at the Burien Community Center and field trip sites.

Essential Functions

- Assist in the supervision of participants of assigned programs.
- Actively participate in activities while maintaining order and discipline.
- Serve as a positive role model for participants at all times.
- Assist in the selection, training, supervision, and evaluation of program staff and volunteers as assigned.
- Assist with the development and implementation of scheduled activities.
- Recommend new program components based upon participant and parent input, research, and trends.
- Complete facility and/or vehicle safety check prior to each program occurrence.
- Assist with program evaluations and/or related participant quality assurance measures.
- Provide for the safety of participants at all times. Render First Aid in case of minor injuries and CPR as needed.
- Work closely with all staff in an enthusiastic, cooperative and supportive manner. Communicate with Recreation Leader III and other staff, volunteers and City personnel as needed.
- Secure and maintain materials and equipment for program needs. Ensure facility and grounds are kept clean and letter free. Clean program areas and store equipment and supplies at the end of each day.
- Attend scheduled staff training and meetings (which may occur during the weekday).
- Assist with developing and disseminating promotional materials.
- Respond to comments, questions, and/or complaints from participants and general public; provide information to the public concerning program practices, policies, and procedures.
- Perform light maintenance duties including but not limited to sweeping floor, picking up litter, and cleaning van as needed.
- Perform other tasks and duties as assigned.

Secondary Function

- Provide transportation using the City van for programs. (Incumbents age 21 or over only.)

Job Scope

This position involves frequent new and varied work situations with a moderate degree of complexity. Incumbent operates from established and well known procedures with a moderate level of supervision.

Supervisory Responsibility

Incumbent supervises program participants. May supervise part-time staff and volunteers.

Interpersonal Contacts

Works with program participants and their families, the Parks, Recreation, and Cultural Services department staff, school staff, affiliate community agencies, volunteers, the general public, and others as authorized.

Specific Job Skills

Knowledge Of:

- Recreational interests, needs, and behavioral characteristics of target population.
- Program leadership for two or more of the following interest areas: Visual arts, music, theater, dance, sports, outdoor recreation, games, and/or other healthy activities.
- Respectful communication skills.
- Burien's ethnically diverse and culturally-specific communities, which may include immigrant and first generation refugee populations.
- Strong leadership and motivational skills.

Ability To:

- Genuinely enthuse and lead program participants in the arts, sports, outdoor recreation, games, and other interest areas.
- Show respect for participants.
- Demonstrate a strong understanding of issues that affect participants' daily lives.
- Serve as a strong role model and mentor.
- Foster life skills readiness, including ability to facilitate discussions on issues (safety, health, substance abuse, violence prevention, etc.)
- Provide outreach to reach new program participants.
- Create a consistently supportive, enriching program environment.
- Be a good listener while conveying a friendly, open, and accepting attitude.
- Be organized to successfully implement program ideas.
- Show patience and be perceptive to the ever-changing needs of participant population.
- Be helpful and courteous.
- Be an excellent oral communicator.
- Be dependable and trustworthy.
- Work frequent weekend, evenings, and other irregular hours.
- Perform custodial and/or light maintenance duties.
- Effectively respond to emergency situations and apply First Aid and CPR when necessary.
- Interpret and apply rules, regulation, policies, and procedures.

Mental Abilities:

Position requires continuous decision making, interpersonal skills, teamwork, creativity, customer service, train/supervising, use of discretion, mentoring, and the ability to read, write, understand, and speak English; frequent problem analysis, negotiation, and independent judgment and/or action; occasional presentations/teaching and rare performance of basic and advanced math.

Physical Abilities:

Position requires continuous standing, walking, feeling, talking, and hearing; frequent reaching, bending, and repetitive motions of feet; occasional stooping, sitting, fingering, handling, and repetitive motions of hands and wrists; and rare crawling, kneeling, and climbing. Incumbent must be able to push, pull, lift, and carry 25 pounds.

Education and/or Experience

Educational background in recreation, education, or child development plus one year experience in planning, implementing and supervising recreational and/or educational activities for target population. Any equivalent combination of education, training, experience, knowledge and abilities which would allow the individual to perform the duties of the position will be considered.

Special Requirements

- Must be 18 years of age or older.
- Successful completion of pre-employment background check.
- Valid First Aid and Child and Adult CPR Certification.
- Applicants age 21 and over may be required to provide transportation for participants using the City van. If so, a valid Washington driver's license with a satisfactory driving record will be required.

Job Conditions

The Recreation Leader II works directly with the program participants at various locations, including but not limited to neighborhood schools and other off-site locations. A high degree of physical mobility is required to provide supervision of events at various locations. Ability to work a flexible schedule is required. Must be able to work irregular hours including some evenings and weekends. Potential exposure to at-risk program participants.

Adopted 2/26/09

SELECTION PROCESS

Applicants will be evaluated on the basis of education and work experience. Highly qualified candidates may be invited to participate in interviews. Candidates may be asked to respond to supplemental questions in writing and may be asked to supply illustrative examples of work. A test may also be administered to assess relevant skills. Additional references may be requested of finalists.

TO APPLY

Candidates **must submit a City of Burien employment application form and cover letter** to: Human Resources, 400 SW 152nd St., Suite 300, Burien, WA 98166; FAX - (206) 248-5539. An on-line application form is available at www.burienwa.gov. If you need special accommodation in the application or examination process, please contact Human Resources at (206) 248-5504.

NOTICES

The City of Burien is an Equal Opportunity Employer and assures equal employment regardless of race, creed, color, ethnicity, national origin, sex, age, marital status, or presence of any sensory, mental or physical disability.

Verification of identity and United States work authorization must be completed before employment commences as required by the Immigration Reform and Control Act.

The City of Burien has a no smoking policy in all City facilities and City vehicles.